



TO: Adult Education Consortia Partners

FROM: Gina DelSanto, Ph.D. *GD*
Senior Deputy Commissioner, Policy, Education and Training

DATE: February 3, 2012

SUBJECT: DWD Policy 2011-11
Adult Education Program Monitoring and Improvement Policy

Purpose

This policy describes the process for monitoring and evaluating adult education (AE) programs.

Rescission

None

Content

The Department of Workforce Development (DWD), Division of Adult Education will monitor AE programs based on the regional grant application submitted to and approved by the DWD. If DWD determines a program is not meeting conditions in the grant, the DWD will identify the program for improvement.

Monitoring

DWD will monitor AE programs by analyzing real time program data in AE InTERS. As required by federal law, DWD staff will also perform an on-site review of at least 20 percent of local programs annually. Programs will be notified of an on-site review and may access the monitoring form on the DWD adult education website.

Programs Identified for Improvement

DWD has the discretion to determine if a program is not meeting conditions of the regional grant and may identify the program for improvement. If a program is identified for improvement, the DWD will notify the fiscal agent overseeing the program. Within two weeks of notification, the program must submit a Corrective Action Plan that addresses programming deficiencies.

After receipt, DWD staff will review the Plan and provide feedback to the program within 30 business days. The program must then implement the DWD-approved Plan and schedule an on-site monitoring visit. Failure to implement elements of the Plan or achieve negotiated performance targets during a

second consecutive year will result in DWD taking further action. These actions may include fiscal agent change or removal of AE provider eligibility for federal and state funding.

Effective Date

Immediately

Ending Date

Upon Rescission

Ownership

Division of Adult Education
Indiana Department of Workforce Development
10 North Senate Avenue
Indianapolis, IN 46204
AdultEd@dwd.IN.gov

Action

Indiana's adult education system will follow the guidance contained in this policy.